

Certification Office Update

- **New Resources on Certification Office website!**

There are now “requirements checklists” for each Certification & Subject Endorsements available on the Certification Office website. Below is a direct link to these requirements checklists:

<http://www.maine.gov/doe/cert/initial/requirements.html>

- **“New” credentialing computer system:**

Hupp Technologies of Springfield, Illinois has been selected for development of a new automated on-line teacher initial and renewal certification. Hupp Technologies has on-line credentialing systems in eight other States. We hope to have new system on-line by July 2016.

- **New Hours for Certification Office beginning July 1, 2015 – *Please note that Days and Hours have changed for in-person visits:***

- In person visits: **Monday, Wednesday and Friday** 9:00 a.m. to 3:30 p.m.
- By phone: Monday through Friday 9:00 a.m. to 3:30 p.m.

Note: In person visits will no longer be available on Tuesdays and Thursdays – on these days Certification Office staff will not be available in order to allow them time to process applications/renewals in order of receipt and work with the vendor on the new credentialing system.

- **Policy for processing applications from in-person visits** – you are welcome to bring your application materials to our Certification Office where we will review your application packet for completeness between 9:00 am and 3:30 pm on Mondays, Wednesdays and Fridays. If your application is complete, the appropriate fee will be collected and the materials will be date stamped the day you come in. A file will be made in your name and will be put in the processing drawer. Your file will be evaluated and processed in date order received, and after any other applicant’s files received on a prior date.
 - **Check the status of your application:** visit the [MEDMS Report Portal](http://www.maine.gov/doe/cert/statutes/index.html) to check your application's status.

- **Certification Home website:** <http://www.maine.gov/doe/cert/index.html>

- **Update on Waiver Requests:** In lieu of any waiver requests, superintendents will now need to submit to the Certification Office a “Waiver Affidavit” for employment of non-certified/non-certifiable personnel, in position where certification/authorization is required. Superintendents should submit to the Certification Office, at the time of employment or renewal of certificates, the necessary “Affidavit of Employment” on personnel being employed under a Targeted Need or Conditional certificate, or a Transitional Endorsement. A one year Provisional Extension will also require an “Affidavit of Employment”. These forms are available on the following website:

<http://www.maine.gov/doe/cert/statutes/index.html>